



**COFFS HARBOUR CITY COUNCIL  
ORDINARY MEETING  
(CITY SERVICES COMMITTEE)  
COUNCIL CHAMBER  
COUNCIL ADMINISTRATION BUILDING  
COFF AND CASTLE STREETS, COFFS HARBOUR  
5 APRIL 2007**

**Commencing at the conclusion of  
Land Use, Health & Development Committee**

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**COFFS HARBOUR CITY COUNCIL**

**ORDINARY MEETING**

**(CITY SERVICES COMMITTEE)**

**5 APRIL 2007**

Mayor and Councillors

**CITY SERVICES DEPARTMENT REPORTS**

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**S17 TRAFFIC COMMITTEE MEETING NO. 2/2007**

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**Purpose:**

To confirm minutes from the Traffic Committee Meeting held on 20 March 2007.

**Recommendation:**

**T.10 – Park Avenue / Gordon Street / Vernon Street, Coffs Harbour - Temporary Road Closure - Anzac Day** (505670 / 504620 / 504180 / 1618 [1590007])

**That:**

1. The following temporary road closures associated with the Coffs Harbour Anzac Day March to be held on Wednesday, 25 April 2007, between the hours of 9.00am and 10.30am be advertised and providing no substantive objections are received, the temporary closures be approved.
  - ♦ Park Avenue (Earl Street to Gordon Street)
  - ♦ Gordon Street (Park Avenue to Vernon Street)
  - ♦ Vernon Street (Gordon Street to Pacific Highway).
2. A traffic control plan to be submitted for this event. This should include details of all traffic signs, barricades and traffic controllers required for this event.

Cont'd

**T.11 – First/Second/Fourth Avenues, Sawtell - Temporary Road Closure - Anzac Day**  
(501520 / 501480 / 501550 / 1618 [1589213])

That:

1. The following temporary road closures associated with the Sawtell Anzac Day March to be held on Wednesday, 25 April 2007, between the hours of 10.00am and 11:30am be advertised and providing no substantive objections are received, the temporary closures be approved.
  - ♦ First Avenue (Second Avenue to Boronia Street)
  - ♦ Second Avenue (First Avenue to Fourth Avenue)
  - ♦ Fourth Avenue (Second Avenue to East Street).
2. A traffic control plan to be submitted for this event. This should include details of all traffic signs, barricades and traffic controllers required for this event.

**T.12 – Beach Street, Woolgoolga - Temporary Road Closure - Woolgoolga Curry Festival**  
(R.508400 [1593287])

That:

- (a) The temporary road closure of Beach Street, Woolgoolga , between Wharf Street and the IGA driveway, from 6.00am to 6.00pm on Saturday, 14 April 2007, for the purpose of conducting the Woolgoolga Curry Festival, be advertised and providing no substantive objections are received, the closure be approved.
- (b) The organisers of the Curry Festival liaise with affected traders and obtain traders approval.
- (c) The organisers submit a traffic control plan for approval by Council and be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers. Traffic Control Plan to include a signposted detour route around the road closure.
- (d) The organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.
- (e) The organisers submit a detour plan for traffic to bypass the closure.

**T.13 – First Avenue, Sawtell - Temporary Road Closure - Sawtell Chilli Festival** (R.501520 / 1618 [1587659])

That:

- (a) The temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street between the hours of 6.00am and 5.00pm on Saturday, 7 July 2007, for the purpose of holding the Sawtell Chilli Festival, be advertised and providing no substantive objections are received, the closure be approved.
- (b) The organisers of the Chilli Festival liaise with affected traders and obtain traders approval.

Cont'd

**S17 - Traffic Committee Meeting No. 2/2007 (Cont'd)**

- (c) The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) The organisers be responsible for all costs associated with the temporary closure, including advertising.
- (e) A temporary bus zone be established on the east side of First Avenue, Sawtell, north of Second Avenue to enable buses to continue to operate.

**T.14 – Fiddaman Road, Emerald Beach - Temporary Road Closure - Emerald Beach Community Fair** (R.507240 / P/N 2032700)

That:

- (a) The temporary road closure of Fiddaman Road, Emerald Beach, adjacent the Reserve to the start of Ocean View Crescent, from 7.00am to 4.00pm on Sunday, 3 June 2007, for the purpose of conducting the Emerald Beach Community Fair, be advertised and providing no substantive objections are received, the closure be approved.
- (b) The organisers of the Community Fair liaise with affected traders and obtain traders approval.
- (c) The organisers submit a traffic control plan for approval by Council and be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.
- (d) The organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.

**T.15 – Hogbin Drive / Barcoo Court, Toormina - Traffic Management** (R.500390)

That:

1. Proposed line marked traffic median in Hogbin Drive at Barcoo Court be installed at Barcoo Court on plan number T.15.
2. Line marking and signposting on Toormina Road on the approach to Sawtell Road roundabout be modified in accordance with plan number T.15a.

**T.16 – Albany Street / Curacoa Street, Coffs Harbour - Traffic Management** (R.500390)

That on removal of the Hogbin Drive traffic detour on Albany Street, "Stop" signs and "Left Turn Only" out of Curacoa Street north be installed permanently as per plan number T.16.

Cont'd

**S17 - Traffic Committee Meeting No. 2/2007 (Cont'd)**

**T.17 – Rural Roads - Speed Limit**

**That traffic survey and road safety audits of the following roads be carried out and submitted to the RTA for consideration of reduction in speed limit.**

- **Bucca Road, Pacific Highway to Nana Glen**
- **Red Rock Road, Corindi to Red Rock**
- **Coramba Road, Shephards Lane to Bennetts Road**

**T.18 - Pacific Highway - Bonville**

**That regulatory parking signs be installed on Pacific Highway adjacent Bonville Post Office as per plan No T.18.**

**T.19 - Air Show at Coffs Harbour Regional Airport**

**That operation of parking areas for the Coffs Harbour Air Show be approved subject to the following conditions:**

- 1. Installation of temporary "No Stopping Signs" on both sides of the Hogbin Drive road shoulders between Howard Street and Newports Creek Bridge.**
- 2. Installation of traffic control barriers on Hogbin Drive between Airport Road and 300 metres north of Airport Road.**
- 3. Implementation of extensive media coverage of the event advising the community of access to parking areas and possible traffic delays on Hogbin Drive.**

**Attachments:**

**COFFS HARBOUR CITY COUNCIL  
TRAFFIC COMMITTEE MINUTES 2/2007  
20 MARCH 2007 - 10.30AM**

Present: Andrew Fraser MP  
Cr Bill Palmer, Coffs Harbour City Council  
Snr Constable Brett Loveday Grafton Police  
Liz Smith, Roads and Traffic Authority  
Kevin McKenzie, Coffs Harbour Taxi Network  
George Stulle, Coffs Harbour City Council  
Darren Williams, Sawtell Coaches

Apologies: David Brooks, Coffs Harbour City Council  
Greg Miers, Busways  
Anne Shearer, Coffs Harbour City Council

Minute Taker: Sally Miles

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**T.10 – Park Avenue / Gordon Street / Vernon Street, Coffs Harbour - Temporary Road Closure - Anzac Day (505670 / 504620 / 504180 / 1618 [1590007])**

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Consideration of a request from Returned Services League for the temporary road closure of the following streets on Wednesday, 25 April 2007 between the hours of 9.00am and 10.30am, for the purpose of holding the Anzac Day March in Coffs Harbour.

- Park Avenue (Earl Street to Gordon Street)
- Gordon Street (Park Avenue to Vernon Street)
- Vernon Street (Gordon Street to Pacific Highway)

**Recommended that:**

1. **The following temporary road closures associated with the Coffs Harbour Anzac Day March to be held on Wednesday, 25 April 2007, between the hours of 9.00am and 10.30am be advertised and providing no substantive objections are received, the temporary closures be approved.**
  - ♦ **Park Avenue (Earl Street to Gordon Street)**
  - ♦ **Gordon Street (Park Avenue to Vernon Street)**
  - ♦ **Vernon Street (Gordon Street to Pacific Highway).**
2. **A traffic control plan to be submitted for this event. This should include details of all traffic signs, barricades and traffic controllers required for this event.**

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**T.11 – First/Second/Fourth Avenues, Sawtell - Temporary Road Closure - Anzac Day**  
(501520 / 501480 / 501550 / 1618 [1589213])

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Consideration of a request from the Returned Services League for the temporary road closure of the following streets on Wednesday, 25 April 2007 between the hours of 10.30am and 11.30am, for the purpose of holding the Anzac Day March in Sawtell.

- First Avenue (Second Avenue to Boronia Street)
- Second Avenue (First Avenue to Fourth Avenue)
- Fourth Avenue (Second Avenue to East Street)

**Recommended that:**

1. **The following temporary road closures associated with the Sawtell Anzac Day March to be held on Wednesday, 25 April 2007, between the hours of 10.00am and 11:30am be advertised and providing no substantive objections are received, the temporary closures be approved.**
  - ◆ **First Avenue (Second Avenue to Boronia Street)**
  - ◆ **Second Avenue (First Avenue to Fourth Avenue)**
  - ◆ **Fourth Avenue (Second Avenue to East Street).**
2. **A traffic control plan to be submitted for this event. This should include details of all traffic signs, barricades and traffic controllers required for this event.**

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**T.12 – Beach Street, Woolgoolga - Temporary Road Closure - Woolgoolga Curry Festival**  
(R.508400 [1593287])

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Consideration of a request from Woolgoolga Chamber of Commerce for the temporary road closure of Beach Street, Woolgoolga, between Wharf Street and the IGA driveway on Saturday 14 April 2007, between the hours of 6.00am and 6.00pm for the purpose of holding the Woolgoolga Curry Festival.

**Recommended that:**

- (a) **The temporary road closure of Beach Street, Woolgoolga , between Wharf Street and the IGA driveway, from 6.00am to 6.00pm on Saturday, 14 April 2007, for the purpose of conducting the Woolgoolga Curry Festival, be advertised and providing no substantive objections are received, the closure be approved.**
  - (b) **The organisers of the Curry Festival liaise with affected traders and obtain traders approval.**
  - (c) **The organisers submit a traffic control plan for approval by Council and be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers. Traffic Control Plan to include a signposted detour route around the road closure.**
  - (d) **The organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.**
  - (e) **The organisers submit a detour plan for traffic to bypass the closure.**
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**T.13 – First Avenue, Sawtell - Temporary Road Closure - Sawtell Chilli Festival**  
(R.501520 / 1618 [1587659])

---

Consideration of a request for the temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street, on Saturday, 7 July 2007, between the hours of 6.00am and 5.00pm for the purpose of holding the Sawtell Chilli Festival.

**Recommended that:**

- (a) **The temporary road closure of First Avenue, Sawtell, between Second Avenue and Boronia Street between the hours of 6.00am and 5.00pm on Saturday, 7 July 2007, for the purpose of holding the Sawtell Chilli Festival, be advertised and providing no substantive objections are received, the closure be approved.**
- (b) **The organisers of the Chilli Festival liaise with affected traders and obtain traders approval.**
- (c) **The organisers be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
- (d) **The organisers be responsible for all costs associated with the temporary closure, including advertising.**
- (e) **A temporary bus zone be established on the east side of First Avenue, Sawtell, north of Second Avenue to enable buses to continue to operate.**

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**T.14 – Fiddaman Road, Emerald Beach - Temporary Road Closure - Emerald Beach Community Fair** (R.507240 / P/N 2032700)

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Consideration of a request from Streets Ahead for the temporary road closure of Fiddaman Road, Emerald Beach, adjacent the Reserve to the start of Ocean View Crescent, on Sunday 3 June 2007, between the hours of 7.00am and 4.00pm for the purpose of holding the Emerald Beach Community Fair.

**Recommended that:**

- (a) **The temporary road closure of Fiddaman Road, Emerald Beach, adjacent the Reserve to the start of Ocean View Crescent, from 7.00am to 4.00pm on Sunday, 3 June 2007, for the purpose of conducting the Emerald Beach Community Fair, be advertised and providing no substantive objections are received, the closure be approved.**
- (b) **The organisers of the Community Fair liaise with affected traders and obtain traders approval.**
- (c) **The organisers submit a traffic control plan for approval by Council and be responsible for erection of traffic barriers and control of traffic using accredited traffic controllers.**
- (d) **The organisers be responsible for all costs associated with the temporary closure and clean up, including advertising.**



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**T.15 – Hogbin Drive / Barcoo Court, Toormina - Traffic Management (R.500390)**

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Consider the results of traffic counts and traffic analysis for the proposed modifications to lane configuration at the Hogbin Drive/Sawtell Road roundabout, associated with provision of turn lane and pedestrian refuge at Barcoo Court.

**Recommended that:**

- 1. Proposed line marked traffic median in Hogbin Drive at Barcoo Court be installed at Barcoo Court on plan number T.15.**
- 2. Line marking and signposting on Toormina Road on the approach to Sawtell Road roundabout be modified in accordance with plan number T.15a.**

Reason: The proposal allows for the trial installation of a protected right turn bay into Barcoo Court and safer pedestrian access across Hogbin Drive. The impact of the proposal on peak hour traffic flows through the roundabout will be monitored.

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**T.16 – Albany Street / Curacoa Street, Coffs Harbour - Traffic Management (R.500390)**

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Consider a request from Andrew Fraser MP for the review of road safety and traffic management at the intersection of Albany Street and Curacoa Street, Coffs Harbour.

**Recommended that on removal of the Hogbin Drive traffic detour on Albany Street, "Stop" signs and "Left Turn Only" out of Curacoa Street north be installed permanently as per plan number T.16.**

Reason: The intersection does not have a significant accident history (12 reported accidents in the last 10 years) Sight distance at Albany Street is restricted however, The proposal removes a major traffic conflict movement.

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**T.17 – Rural Roads - Speed Limit**

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Consider a request for a reduction in speed limit on various rural roads.

**Recommended that:**

**Traffic survey and road safety audits of the following roads be carried out and submitted to the RTA for consideration of reduction in speed limit.**

- o Bucca Road, Pacific Highway to Nana Glen**
- o Red Rock Road, Corindi to Red Rock**
- o Coramba Road, Shephards Lane to Bennetts Road**

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**T.18 - Pacific Highway - Bonville**

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Consideration of complaints regarding heavy vehicles parking in the recently constructed parking lay-by on the Pacific Highway adjacent the Bonville Post Office.

**Recommended that regulatory parking signs be installed on Pacific Highway adjacent Bonville Post Office as per plan No T.18.**

Reason: The signpostings will act as an interim measure to discourage heavy vehicles parking adjacent the Bonville Post Office pending response on future works in the area from the RTA.

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**T.19 - Air Show at Coffs Harbour Regional Airport**

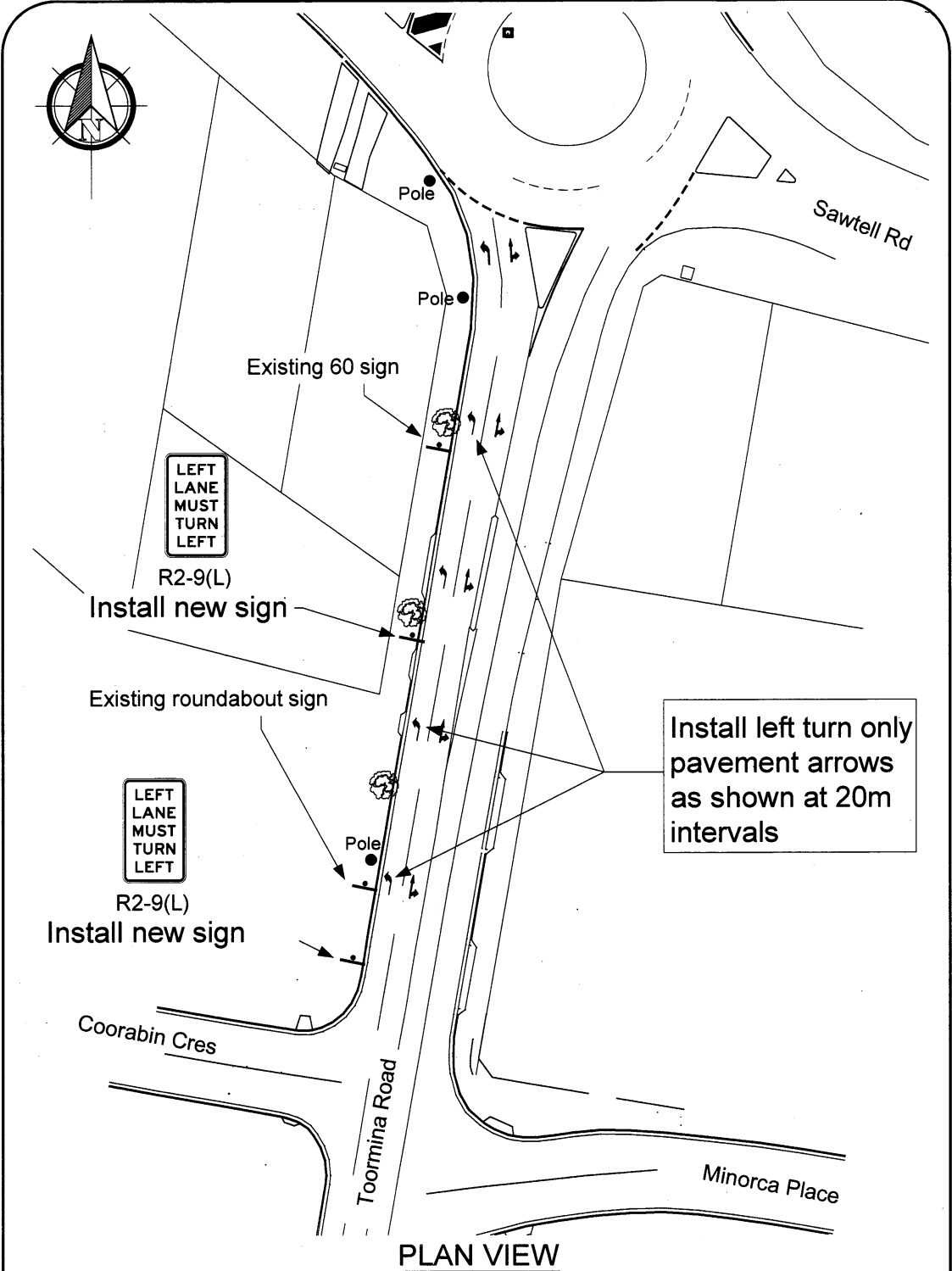
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Consideration of a request for establishment of car parking areas to service the Proposed Coffs Harbour Air Show on Saturday, 14 April 2007 at the Coffs Harbour Regional Airport.

**Recommended:**

**That operation of parking areas for the Coffs Harbour Air Show be approved subject to the following conditions:**

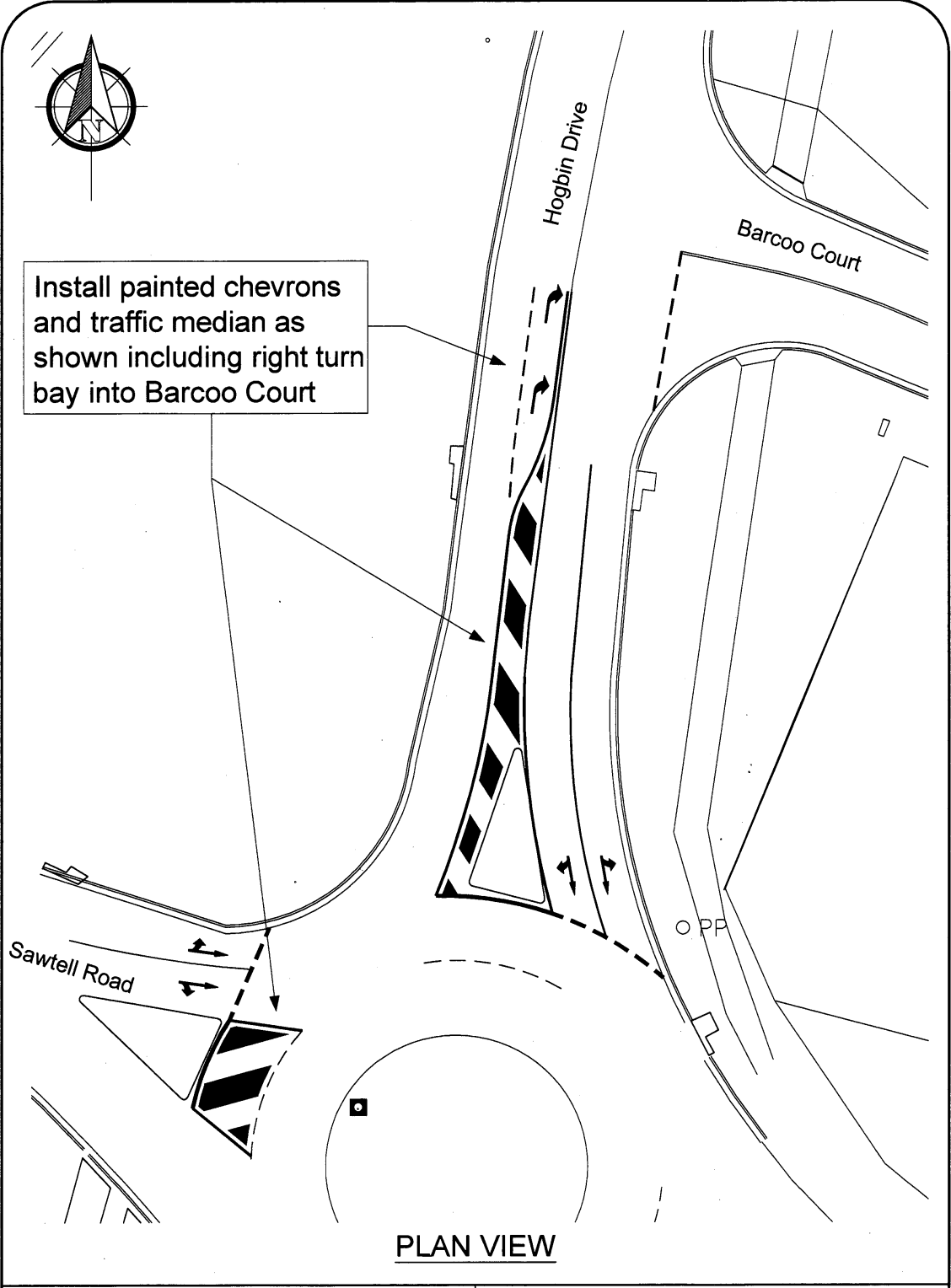
- 4. Installation of temporary "No Stopping Signs" on both sides of the Hogbin Drive road shoulders between Howard Street and Newports Creek Bridge.**
- 5. Installation of traffic control barriers on Hogbin Drive between Airport Road and 300 metres north of Airport Road.**
- 6. Implementation of extensive media coverage of the event advising the community of access to parking areas and possible traffic delays on Hogbin Drive.**



PLAN VIEW

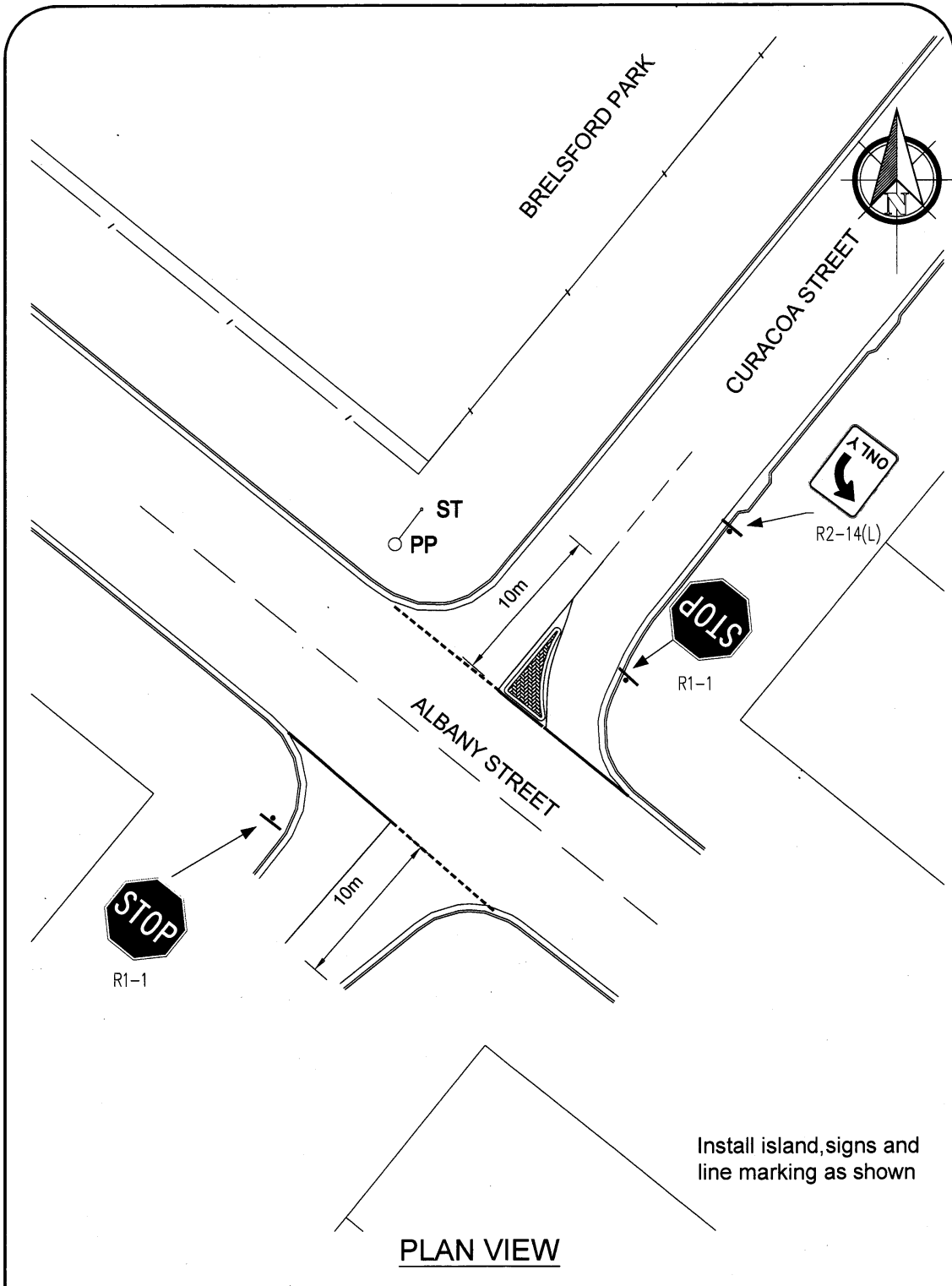
**NOTES:**  
 Proposed line marked traffic median in Hogbin Drive at Barcoo Court be installed at Barcoo Court.

**TRAFFIC INSTRUMENT**  
 T.15-2007  
 HOGBIN DRIVE / BARCOO COURT  
 TOORMINA



**NOTES:**  
 Proposed line marked traffic median in Hogbin Drive at Barcoo Court be installed at Barcoo Court.

**TRAFFIC INSTRUMENT**  
 T.15-2007  
 HOGBIN DRIVE / BARCOO COURT  
 TOORMINA



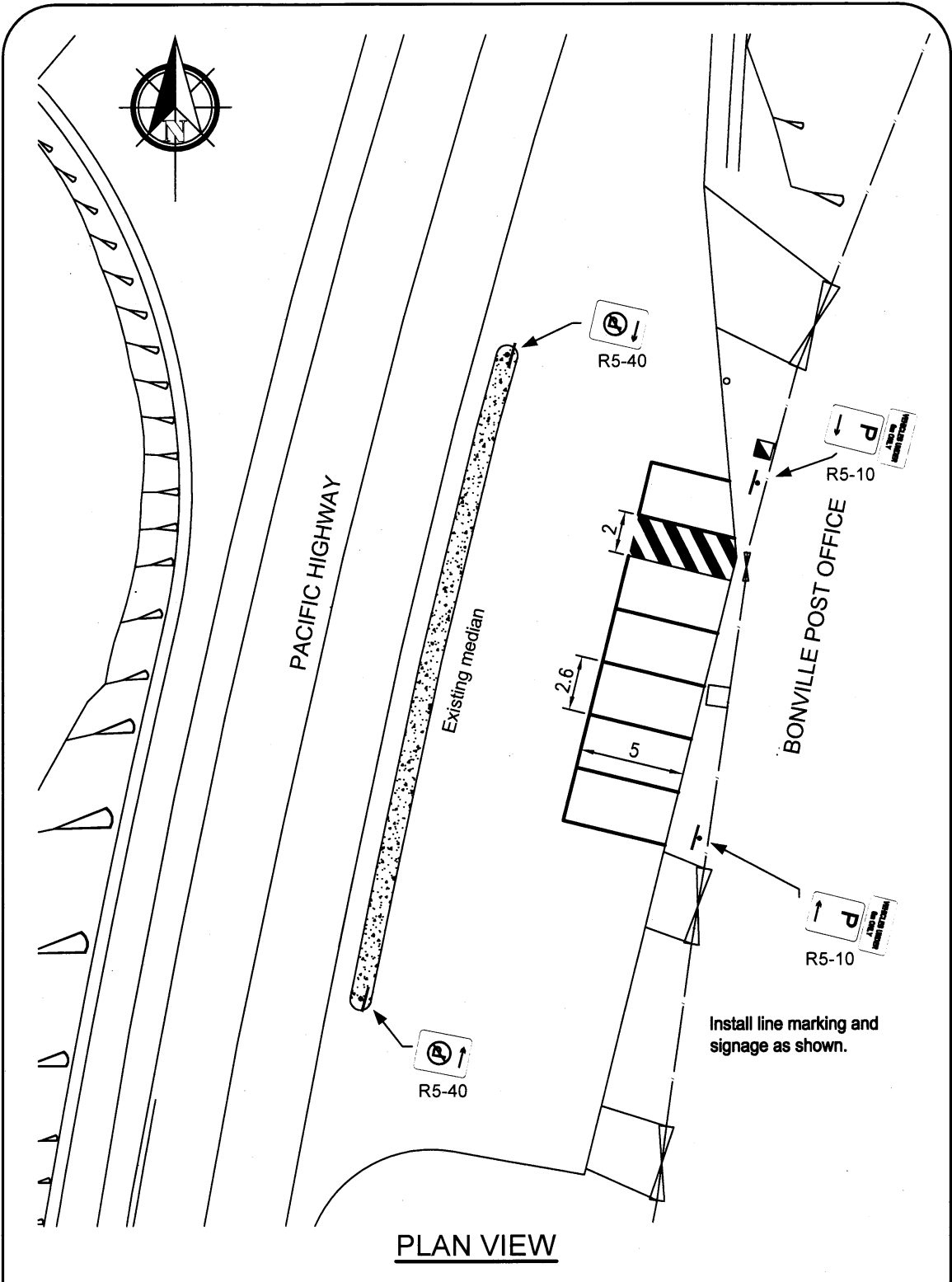
**NOTES:**

Stop sign and "Left turn only" out of Curacoa Street on the north side of Albany Street intersection, be installed permanently.

**TRAFFIC INSTRUMENT**

T.16-2007

**CURACOA STREET/ ALBANY STREET  
COFFS HARBOUR**



PLAN VIEW

**NOTES:**

Regulatory parking signs be installed on Pacific Highway adjacent Bonville Post Office.

**TRAFFIC INSTRUMENT**

T.18-2007  
 PACIFIC HIGHWAY  
 BONVILLE POST OFFICE

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## **S18 WOOLGOOLGA CBD IMPROVEMENTS**

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### **Purpose:**

To update Council on the status of planning and design for Woolgoolga CBD improvements.

### **Description of Item:**

Council has allocated in its 2006/07 Community Facilities Program \$400,000 for streetscape improvements in Woolgoolga CBD. The 2006/2009 Management Plan identifies these funds being targeted for "Market Street and Beach Street".

In 1996 Council adopted the Woolgoolga Town Centre Plan, a strategic plan for development of Woolgoolga through to 2021. This plan prioritised a schedule of minor works and major streetscape works and included a funding strategy for these works.

In 2000 a Master Plan based on the Town Centre Plan was developed to define the major streetscape improvement works required to achieve the objectives of the Town Centre Strategic Plan.

Since 2000 Council has completed the following major streetscape works in Woolgoolga in accordance with the Master Plan:

- 2001/02 Beach Street – Queen Street to Nightingale Street
- 2002/03 Wharf Street
- 2003/04 Beach Street – Nightingale Street to Fawcett Street

The next major streetscape project identified in the Master Plan is improvements in Market Street. This will complete the major works.

The question of priority for the Woolgoolga Town Improvement Program has been raised with discussion on whether the funds could be better spent in River Street.

River Street is an important entry to Woolgoolga and one of the main traffic routes into Woolgoolga. There is a mix of commercial and industrial development present with significant sections without kerb and gutter, drainage or footpaths.

### **Sustainability Assessment:**

- **Economic**

#### **Management Plan Implications**

The proposed works in Market Street were programmed for commencement in March/ April 2007. Engineering design for the project is 90% complete. The proposed streetscape works could be coordinated with the construction of an off-street car park at No 14 Market Street and drainage improvement works in the laneway south of Market Street, also scheduled for commencement in April 2007. Some cost savings could be achieved in combining these projects. The impact to business could also be lessened through joint programming of works.

**Cont'd**

## **S18 - Woolgoolga CBD Improvements (Cont'd)**

The proposed Market Street works include:

- Linemarking and signposting to formalise nose in angle parking as completed in Beach Street.
- Replacement of hazardous footpath on the north side
- Construction of new footpath on the south side
- Installation of landscape planting and tree pits similar to Beach Street
- Replacement of street furniture and installation of additional bins and seating

The estimated cost for these works is \$400,000. The works are achievable within the budget and will complete the adopted Master Plan.

Concept design works have been completed for the River Street works

The proposed River Street works include:

- Improvements in the visual amenity, prioritising the northern section central concrete median.
- Reconstruction of the Gordon Street intersection.
- Construction of footpath on the eastern side from north of Gordon Street to the Gordon Street intersection.
- Major streetscape improvement in River Street between the River Street/Clarence Street intersection and Gordon Street.
- Reconstruction of kerb and gutter and provision of footpath on the south side of Beach Street east of the River Street intersection.

The estimated cost for these works is \$380,000

Further funding for works will be required, however, to complete the desired urban design/landscape effect in River Street. Investigations are being undertaken into reconstruction of the central concrete retaining wall to provide feature planting and drainage to make significant visual improvement.

### **Comments from Council's Landscape Architect:**

There is an opportunity to create a heritage character in River Street by installation of street furniture, verandahs and a heritage trail. Installation of tree pits in River Street will also contribute substantially to the visual amenity. In addition, the road reserve embankments at the motel corner will need substantial improvements, combining hard and soft landscape treatment. Improvements to the gateway to Woolgoolga at both entrances from the Pacific Highway is required.

### **Consultation:**

The original Woolgoolga Town center Plan included extensive community consultation. The development of the Woolgoolga Masterplan also included consultation, particularly with the Woolgoolga Chamber of Commerce.

**Cont'd**



## S18 - Woolgoolga CBD Improvements (Cont'd)

In late 2006 staff met with representatives of the Chamber of Commerce seeking comment on their preferred option between Market Street or River Street. To date no formal response has been received by Council.

Further consultation in 2006 revealed two other high priority projects for consideration

1. Upgrade of street lighting in Beach Street
2. Replacement of kerb and gutter and provision of footpath on the south side of Beach Street east of the River Street intersection.

In addition road reserve embankments including the motel area will need substantial improvement. Installation of tree pits are also being investigated in River Street.

The improvements as a "gateway" should also include treatment to views of Pacific Highway embankments and landscape treatment from the Pacific Highway roundabout intersection along Beach Street to River Street.

Council will need to consider allocation of additional funds, possibly staged over a number of years to undertake further improvements.

Council's Works Branch has identified hazardous footpath in Market Street which requires urgent replacement. This footpath would have been replaced as part of the Market Street improvement works. The estimated cost of hazardous footpath replacement in Market Street is \$20,000.

In summary additional works required for River Street and Market Street are:

### River Street

Possible verandahs at key focal points, provision of tree pits in the selected locations. Retaining walls and landscape planting, extension of footpath, seating, bollards. Potential to link both sections of town with Heritage Interpretive trail. The entrances to River and Beach street from the Pacific Highway need treatment as they are important gateway elements and need landscape treatment

Concept estimated cost	\$100,000
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### Market Street

Repair hazardous footpath - concept estimated cost	\$20,000
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### **Issues:**

Design, programming and costing for the Market Street works is essentially complete. The benefits of proceeding with Market Street are:

- No changes to Councils works program
- Possible cost savings in programming with other works
- More efficient use of parking spaces
- Elimination of hazardous footpath
- Revitalisation of Market Street businesses
- Completion of streetscape/beautification works in Woolgoolga CBD

**Cont'd**

## **S18 - Woolgoolga CBD Improvements (Cont'd)**

Engineering survey and streetscape concept design works are complete for the River Street works. Further detailed engineering and landscape design work however is yet to be completed. The benefits of proceeding with River Street are:

- Road safety improvements due to kerb and gutter and pavement works
- Improved visual amenity
- Improved pedestrian safety
- Enhanced "Gateway" entry to Woolgoolga CBD
- Revitalisation of River Street businesses

Plans for the proposed works in Market Street and River Street will be available in the councilors rooms

From an asset management viewpoint, it is considered that the River Street works would provide more overall benefit to the community due to the current lack of basic road and footpath infrastructure in River Street.

### **Recommendation:**

**That**

- 1. Council allocate \$380,000 from the 2006/07 Community Facilities Program for Woolgoolga Town Improvements to River Street, including replacement of kerb and gutter and footpath in Beach Street, west.**
- 2. Council allocate \$20,000 from the 2006/07 Community Facilities Program for replacement of hazardous footpath in Market Street, Woolgoolga.**
- 3. Council prepare cost estimates for improvement to street lighting and landscape works in Beach Street Woolgoolga for consideration in the 2008/09 Management Plan.**
- 4. Council prepare cost estimates for completion of streetscape works in River Street Woolgoolga for consideration in the 2008/09 Management Plan.**
- 5. Council include Market Street streetscape works for consideration in the 2008/09 Management Plan.**

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## **S19 SBS RADIO SELF-HELP RETRANSMISSION SUBSIDY SCHEME**

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### **Purpose:**

To recommend to Council, that investigations be undertaken into the requirements for submitting a grant application under the SBS Self-Help Retransmission Subsidy Scheme.

### **Description of Item:**

The Federal Department of Communications, Information Technology and the Arts provides ongoing funding to SBS for the purposes of assisting communities that wish to establish SBS Radio and/or Television services on a self-help retransmission basis.

Currently SBS Radio services are provided to metropolitan settings and their surrounding area. In NSW, that means Sydney, Newcastle and Wollongong. Advice received from SBS is that there are no future plans to extend this coverage, other than through the self help option.

The need for SBS radio services in this area, particularly in the northern beaches has been raised a number of times in the past.

The subsidy scheme allows for 100% (up to a total of \$25,000 one off grant) for the purchase of equipment required to transmit the radio service.

There are a range of options in relation to this which need to be fully investigate including;

- Type of Service (technically) to be provided:
  - Basic (up to 8 km radius);
  - Professional (up to 20 km radius); or
  - Cable.
- Location:
  - Establishment of a new site; or
  - Sharing an existing radio communications facility.
- Licensing:
  - As required by the Australian Broadcasting Authority.

### **Sustainability Assessment:**

- **Environment**

As this report is recommending investigation only at this stage, the environmental considerations will be reported back to Council once the investigations are complete.

- **Social**

The social impacts will also be fully explored during the investigation phase, however at this point, the impact is likely to be positive in terms of benefits to the community. This will be from a greater choice and access in terms of radio services.

**Cont'd**

## **S19 - SBS Radio Self-Help Retransmission Subsidy Scheme (Cont'd)**

- **Economic**

### **Broader Economic Implications**

The broader economic implications will be considered as part of the investigation in the options for Coffs Harbour Local Government Area.

### **Management Plan Implications**

The investigations are able to be met within the current Management Plan.

Ongoing costs associated with the operations, will form part of the investigation. These will be reported to Council once the full investigations have been completed.

### **Consultation:**

Council's Multicultural Reference Group have been consulted in relation to this and are supportive of the concept, subject to details, about capabilities, areas covered and on-going costs.

### **Related Policy and / or Precedents:**

Council has in the past made grant applications which will result in broad community development and enhancement.

### **Statutory Requirements:**

Under the funding scheme, local government is one of the organisations which can apply for funding.

### **Issues:**

The SBS Guide to the Self-Help Subsidy is comprehensive and includes specific technical data.

The guide makes the point that it is important to plan the self-help service and to fully investigate the issues and options which, usually takes several months.

The selection criteria for the subsidy is:

- The likelihood of an application with the self-help services within the time period proposed
- The extent to which the application is based upon a fully-costed and defined proposal and the community is ready to proceed with provision of the self-help service
- The remoteness of the applicant community, or any special disadvantages the community has regarding the range of communication services available
- The cost per head of population to be serviced in establishing the service
- Whether the applicant has sought or obtained an apparatus licence for retransmission of SBS radio and/or television programs from the ABA
- Whether the applicant has applied for, or obtained alternative government funding;
- The name of the organisation's contact details or the primary contact and the person or organisation (if any) providing the technical advice or assistance

**Cont'd**

## **S19 - SBS Radio Self-Help Retransmission Subsidy Scheme (Cont'd)**

- An outline of the proposed self-help service including brief details of the community to be served and the expected coverage of the service
- The site to be used for transmission of the service
- A summary of the equipment to be purchased and its estimated costs, including GST
- The service establishment timetable
- The funding arrangements for establishment of the service
- An outline of the proposed means of meeting the ongoing operating costs of the service for the first five years

Should Council agree to proceed, all the above issues will be investigated and then reported back to Council for determinations.

### **Implementation Date / Priority:**

Should Council approve to do so, investigations will commence immediately. The applications are received on an ongoing basis by SBS.

### **Recommendation:**

**That investigations be undertaken into the viability, practicalities and cost effectiveness of Council making an application under the SBS Self-Help Retransmission Subsidy Scheme.**

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## **S20 MULTICULTURAL REFERENCE GROUP GUIDELINES OF OPERATION**

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### **Purpose:**

Seeking Council approval of the Multicultural Reference Group Guidelines of Operation.

### **Description of Item:**

Council at it's City Services Meeting of 6 July, 2006 adopted a recommendation to establish a Multicultural Reference Group. The role of the Group is to enhance the profile of multiculturalism in the community by developing relationships with Council facilitating promotion of multicultural community participation in the planning, management and delivery of services and activities and positively promote cultural differences and the benefits these differences can have on the whole community.

As part of the Multicultural Reference Group's ongoing development they have formulated a set of Guidelines by which they will operate.

The Guidelines set out clearly the procedure and the mechanics by which the Group will function and simplifies the members responsibilities.

The document is attached for your information and it is understood that any future amendment would be at the discretion of the General Manager following consultation with the Multicultural Reference Group members.

### **Sustainability Assessment:**

- **Environment**

There are no environmental issues pertaining to this issue.

- **Social**

At it's City Services Meeting of the 6 July, 2006 Council appointed the Multicultural Reference Group as the mechanism for engaging the multicultural community. The Guidelines proposed have been developed to enable the mainly volunteer membership to operate appropriately, within set perimeters based on Council's Code of Meeting Practice procedures.

- **Economic**

#### **Broader Economic Implications**

As the Group does not have any designated funding, there are no broader economic implications regarding this issue.

#### **Management Plan Implications**

There are no implications for the Management Plan.

**Cont'd**

## **S20 - Multicultural Reference Group Guidelines of Operation (Cont'd)**

### **Consultation:**

The Multicultural Reference Group have discussed at length the Guidelines document and adopted the final draft at their meeting of the 6 February, 2007.

### **Related Policy and / or Precedents:**

The Guidelines of Operation for the Multicultural Reference Group have been drawn from Council's procedures regarding it's Code of Meeting Practice.

### **Statutory Requirements:**

There are no statutory requirements for this issue as the Group has not been designated as a 377/355 Committee more accurately as a point of reference for multicultural issues.

### **Issues:**

There are no contentious issues pertaining to this matter.

### **Implementation Date / Priority:**

Subject to Council's approval the Multicultural Reference Group Guidelines of Operation will be implemented immediately.

### **Recommendation:**

- 1. That Council adopt the Guidelines of Operation for the Multicultural Reference Group.**
- 2. That any future amendments be at the discretion of the General Manager following consultation with the Multicultural Reference Group members.**

**Attachments:**

## **Coffs Harbour City Council**



## **Multicultural Reference Group (Guidelines of Operation)**

**IR 1519242**



## **1. NAME OF GROUP**

The name of the group shall be the Multicultural Reference Group.

**THE VISION OF THE GROUP:** To enhance the profile of multiculturalism in the community, in partnership with Council.

**THE ROLE OF THE GROUP:** That the Multicultural Reference Group be the mechanism that allows Council to effectively engage culturally and linguistically diverse (CALD) people. Promote community participation in the planning, management and delivery of services and activities and positively promote cultural differences and the benefits those differences can have on the whole community.

## **2. TERMS OF REFERENCE**

The terms of reference for the Multicultural Reference Group are to:

- Facilitate the provision of information when requested by Council;
- Assist Council with policy relevant to the multicultural community;
- Act as a path for information between Council and the various local multicultural communities within the LGA; and
- Build constructive and ongoing working relationships and partnerships between Council and the multicultural community and their associated service providers.

## **3. POLICY AND PROCEDURES**

- a) From time to time, Council may fix regulations and set procedures as instructed by the Local Government Act. In discussion with the Group, these will form part of the Group's regulatory role and responsibilities.
- b) That the Multicultural Reference Group be reviewed and a report submitted to Council in December 2007.

## **4. TERM OF OFFICE**

- a) Except as otherwise decided by Council and/or the Group, the term of office for members of the Multicultural Reference Group shall be four (4) years, commencing from their appointment, to their retirement or resignation, or unless altered by a resolution of Council.
- b) In the event of a vacancy occurring, such vacancy shall be filled by the recommendation of the Group to Council using the approval process.

## **5. EXECUTIVE OFFICERS**

The Executive Officer positions shall consist of a Chairperson and Deputy Chairperson. Election of Officers shall be at the discretion of the Group by majority vote. The Executive Officer positions shall be rotated every six months, with the Deputy Chairperson taking up the position of Chair and a new Deputy Chairperson elected by the Group. In the event that an Executive Officer retires or resigns, their replacement shall be by a majority vote of the Group.

## **6. MEETINGS OF MULTICULTURAL REFERENCE GROUP**

Shall be held monthly for the first six (6) months whilst the Group is being established and then bi-monthly or as the need arises. Essentially, meetings be held on the 1<sup>st</sup> Tuesday of the month commencing at 5.00 p.m. for a period of not more than one (1) hour 15 minutes unless otherwise determined by the Chairperson.

## **7. MEMBERSHIP**

Voting membership of the Multicultural Reference Group shall consist of nominated community members who have been appointed by a resolution of Council and two (2) Council Representatives.

## **8. CANCELLATION OF MEMBERSHIP**

- a) If any member of the Group is absent for three (3) consecutive meetings, without explanation, such member shall be contacted to determine whether they wish to continue their appointment and based on their response a decision made by the Group as to what action should be taken.
- b) If for any reason whatsoever, the majority of the members consider that special disqualification of any member is warranted, the facts shall be reported confidentially to Coffs Harbour City Council who shall determine the outcome based on the Group's recommendation.

## **9. RECORDS OF THE GROUP**

Minutes shall be accurately recorded of all proceedings. All correspondence on behalf of the Group will be recorded.

## **10. ANNUAL REPORTS**

To keep Council updated with the Group's development, a report summarising realised objectives and those proposed for the next twelve month period will be presented annually.

## **11. GUEST ATTENDANCE**

At the discretion of the Group, members of the community who have an interest in multicultural development and/or are a service provider are able to attend meetings either as an observer and/or to address the meeting.

## **12. AMENDMENTS TO GUIDELINES**

The guidelines now adopted shall not be repealed or altered except by resolution of the Council in consultation with the Group.

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## S21 COFFS HARBOUR HISTORICAL MUSEUM NAME CHANGE AND FEES AND CHARGES

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### **Purpose:**

To propose to Council an official name change and a series of fees and charges for the Coffs Harbour Historical Museum.

### **Description of Item:**

Council has assumed responsibility for the day-to-day operation of the Museum. This is as part of a three facility operational structure, with the three facilities being:

- the Regional Art Gallery
- the Coffs Harbour Historical Museum and
- the Bunker Cartoon Gallery.

In relation to the Museum, there are two matters to be considered in this report. They are:

1. A name change from Coffs Harbour Historical Museum to Coffs Harbour Regional Museum and
2. A series of fees and charges based on current industry practices.

### **Sustainability Assessment:**

- **Environment**

In relation to both matters, there are no environmental impacts.

- **Social**

#### Name Change

The proposal to change the name is to ensure the name reflects the role of the facility in line with current statewide practice and minimises confusion with the community. Currently, there are historical societies, family history groups and other organisations which are operating in the community. There is also a statewide move to, where appropriate, align museums with the approach taken by galleries. This approach will ensure the museum continues to be a facility of relevance for our region.

#### Fees and charges

This set of fees and charges will formalise a process designed to offset some operational costs and ensure that a number of services are provided on a cost recovery basis. These services enhance community well-being, provide access to information and have the potential for income generation.

- **Economic**

#### **Broader Economic Implications**

There are no broader economic implications in relation to either matter.

**Cont'd**

## **S21 - Coffs Harbour Historical Museum Name Change and Fees and Charges (Cont'd)**

### **Management Plan Implications**

In relation to the name change, there are no Management Plan implications.

In relation to the fees and charges, the adoption of the fees and charges will result in revenue being raised which will offset some of the expenditure required to operate the Museum.

Council normally considers all of the fees and charges as part of its management planning process. These fees and charges need to be considered now, as the museum has recently opened to the public under Council's management. These charges reflect those services which have been requested by the public since opening.

Fees and charges for the Museum will, in the future, be included with the broad fees and charges, annually.

### **Consultation:**

Consultation has been undertaken on both matters with the NSW Museum and Galleries Foundation and other museums within the State.

### **Related Policy and / or Precedents:**

There are no related policies or precedents affecting either matter.

### **Statutory Requirements:**

The Local Government Act requires councils to set fees and charges for its operation. This report is in line with this section of the Act.

### **Issues:**

#### Name Change

The Museum is situated on part of the Community Village site, and therefore, it is part of Crown Reserve 140058 (also being described as Part Lot 521 DP728228).

The Museum is a facility operated by Council as Corporate Manager of the Reserve Trust. Changing the name of the facility is a matter which should not require any reference to the Department of Lands. As a courtesy, the Department will be advised of the change in name should it occur.

The proposal to officially change the name of the facility at 189B Harbour Drive, Coffs Harbour, Lot 521, DP 728228 to the Coffs Harbour Regional Museum, will address potential confusion. It will also bring the Museum in line with the Coffs Harbour Regional Art Gallery.

**Cont'd**

## S21 - Coffs Harbour Historical Museum Name Change and Fees and Charges (Cont'd)

### Fees and charges

Since re-opening the museum to the public, a number of requests have been made for services. In the past there has also been a charge for entry to the facility and this is seen as an appropriate fee to continue. Therefore the following fees and charges are proposed.

#### Admission prices

▪ Adult	\$3.00 per person
▪ Groups (including morning or afternoon tea*)	\$6.00 per person
▪ Nursing home residents	\$2.00 per person
▪ Children (5-15 years of age)	\$1.00 per person
▪ Children (under 5)	No charge
▪ Teachers/leaders/careers/bus drivers with a group	No charge
▪ Family (2 adults and 2 children)	\$6.00

\* morning or afternoon teas include: tea or coffee with biscuits slices or other type of sweet (selection dependent upon availability).

#### Other services

▪ Search**	\$15 per hour
▪ Photos (6" x 4")	\$5 per photo
▪ Photocopying	\$0.20 per A4 page

\*\* This is for searching for a particular item or document for a member of the public to then use for research purposes. This is undertaken by volunteers.

### **Implementation Date / Priority:**

With Council approval, both these matters will be implemented immediately.

### **Recommendation:**

#### **That:**

- 1. Council approve an official name change for the facility at 189B Harbour Drive, Coffs Harbour, Lot 521, DP 728228, to be officially named the Coffs Harbour Regional Museum and the Department of Lands be advised; and**
- 2. The following fees and charges for the Museum be adopted for the period of April to June 2007.**

#### Admission prices

▪ Adult	\$3.00 per person
▪ Groups (including morning or afternoon tea)	\$6.00 per person
▪ Nursing home residents	\$2.00 per person
▪ Children (5-15 years of age)	\$1.00 per person
▪ Children (under 5)	No charge
▪ Teachers/leaders/careers/bus drivers with a group	No charge
▪ Family (2 adults and 2 children)	\$6.00

#### Other services

▪ Search	\$15 per hour
▪ Photos (6" x 4")	\$5 per photo
▪ Photocopying	\$0.20 per A4 page

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## S22 OPERATIONS BRANCH REPORT

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### Purpose:

To advise Council of the progress of construction and maintenance programs undertaken by Operations Branch – Asset Construction, Maintenance and Recreational Services up to 23 March, 2007.

### Description of Item:

#### 1. Completed Works to 23 March 2007

- Drainage Ocean View Road Mullaway (125m kerb and gutter, 60m 375mm dia stormwater pipe)
- Sewer and Water SH10 Everingham Lane Coffs Harbour, water main, (170m of 225mm dia)  
Hogbin Drive Reuse 55m of 250mm dia
- Bridgeworks Coral Street, Corindi bridge demolition

#### 2. Works continuing or planned for commencement - March/April 2007

- Hogbin Drive Stage 2 Albany Street to Harbour Drive construction  
Harbour Drive roundabout construction  
Coffs Creek - Bridge
- Infrastructure Upgrading: Hogbin Drive Airport roundabout (landscaping and lighting)
- Road Rehabilitation Lyons Road Sawtell (pavement 5660m<sup>2</sup>, kerb and gutter 850m, stormwater 30m 375mm dia)  
Bucca Road Nana Glen (290m guardrail, 1200m road shoulder widening, culvert extension and headwall works 4.8m 900mmdia with dual headwall, 2.4m of 3m wide 1.8 high with headwall, 3.6m 600 dia with two headwalls, 2.44m of 3m wide 1.7 high with headwall, plus multiple headwall modifications)  
Pullen Street, Woolgoolga (60m<sup>2</sup>) Asphalt  
Hubbard Street, Woolgoolga (102m<sup>2</sup>) Asphalt
- Spray Seal Program Red Rock Road Corindi (28858m<sup>2</sup>)  
O'Keefe Drive Coffs Harbour (6180m<sup>2</sup>)
- Footpaths/Cycleways SH10 Cook Drive to Hurley Drive (250m)  
Duke Street Coffs Harbour 20m x 4m of major footpath repairs
- Drainage Gundar Street Coffs Harbour 30m 375mm dia stormwater pipe and associated earthworks
- Bridgeworks Fred Hansen Bridge Sawtell Cathodic protection. All anodes installed, final connection to be finalised  
Coral Street, Corindi bridge construction  
Construction of Whitneys bridge, Brooklana  
Construction Singletons Bridge Crossmaglen

Cont'd

## **S22 - Operations Branch Report (Cont'd)**

Attached for Council's information is a summary of expenditure verses budget for the 2006/07 Capital Works Program.

### **Asset Maintenance Report**

- Asset maintenance expenditure within allocated budgets.
- Whitneys Bridge replacement currently being undertaken. The benefiting property owners of the bridge have been asked to consider contributions towards the works being undertaken.
- The jetty boat ramp basin was cleared again of silt up caused by recent storm surge. Planned again before Easter Classic Fishing weekend.
- Coral Street Bridge replacement works have been delayed as a result of the contractor Humes Pty Ltd being unable to supply a final bridge design within their supply program. Upon awarding the contract, Humes specified a 4.5 week design period followed by a 6 week concrete casting period. Council does not have a final design to which to start planning works or for Humes to start casting the precast concrete components. Regrettably, Council has little contractual recourse to encourage Humes to expedite their efforts, however a letter has been sent to Humes expressing Council's concern and disappointment regarding the execution of their obligations. Council's Operations Branch will continue to pursue the execution of the contract, however Council's Bridge Crew will be unable to undertake the works as part of their Bridge Works Program due to conflict with Middle Creek Bridge reconstruction. Enquiries are currently being made for alternatives for resourcing the construction of Coral Street Bridge.

### **Recreational Services Report**

- Recreational Services expenditure within allocated budgets
- Hogbin Drive – continuation of landscaping works
- Mowing program – second wick wiping program successfully completed
- Beach cleaning – removal and burying of “cunjevoi” prior to Coffs Harbour Ocean Swim event completed
- Botanical Garden – sealing of pathways with bitumen in rainforests in progress
- Woolgoolga Lawn Cemetery – shelter construction commenced
- Hoey Moey – eroded beach access has been repaired
- Camphor Laurel - removal program commenced
- Bush regeneration activities – weed management at Beacon Hill and banks of Korora
- Lagoon, plantings of natives at Bray Street and Griffith Avenue and Hives Close in progress

### **Recommendation:**

#### **That Council:**

- 1. Notes the progress report on asset construction, maintenance and recreational services works undertaken by Operations Branch up to 16 March, 2007.**
- 2. Notes the individual program expenditures are being monitored and are generally within the allocated 2006/2007 budget.**

**Attachments:**

**OPERATIONS BRANCH  
Capital Projects Budget/Expenditure  
2006/2007 Program  
AS AT DATE: 16-Mar-07**

Description	Original Budget	Revised Budget	Adopted Expenditure	% Project Complete	% Costs Expended
<b>Local Roads</b>					
Sealed Roads Reseals	\$644,000	\$644,000	\$496,666	78%	77%
Sealed Roads Reseals - Asphalt	\$61,000	\$61,000	\$20,254	33%	33%
Sealed Roads Rehabilitation	\$950,000	\$1,045,077	\$518,900	45%	50%
Dust Sealing	\$165,000	\$174,000	\$174,670	100%	106%
Unsealed Roads Gravel Resheeting	\$118,000	\$118,000	\$86,631	72%	73%
Total:	\$1,938,000	\$2,042,077	\$1,297,121		
<b>Federal Roads to Recovery</b>					
Residential Street Rehabilitation	\$340,000	\$349,695	\$222,305	62%	64%
Gravel Resheeting	\$20,000	\$20,000	\$18,578	100%	93%
Sealed Roads Reseals	\$170,892	\$170,892	\$170,627	100%	100%
Bridges (Middle Creek)	\$275,000	\$275,000	\$13,604	5%	5%
<b>Supplementary R2R Grant</b>					
Sealed Roads Bitumen and Asphalt Reseals	\$209,959	\$209,959	\$102,340	47%	49%
Sealed Road Rehabilitation	\$274,000	\$274,000	\$205,204	75%	75%
Bridges	\$284,433	\$290,000	\$57,628	26%	20%
Total:	\$1,574,284	\$1,589,546	\$790,286		
<b>Regional Roads (note 3)</b>					
3 X 3 Program	\$131,000	\$131,000	\$0	0%	0%
Regional Roads Repair Program	\$224,000	\$224,000	\$31,184	14%	14%
Federal Blackspot Funding	\$1,181,253	\$1,181,253	\$246,669	23%	21%
Total:	\$1,536,253	\$1,536,253	\$277,853		
<b>Drainage</b>					
Drainage Impts / Nuisance Flooding (note 3)	\$230,000	\$236,184	\$130,050	45%	55%
Total:	\$230,000	\$236,184	\$130,050		
<b>Bridges</b>					
Major Repairs	\$168,000	\$415,000	\$176,052	38%	42%
Cathodic Protection (Fred Hanson Bridge)	\$200,000	\$193,195	\$160,111	83%	83%
Middle Creek Bridge	\$675,000	\$675,000	\$0	0%	0%
Coral St Bridge	\$620,000	\$620,000	\$7,400	1%	1%
Total:	\$1,663,000	\$1,903,195	\$343,563		



**Footpaths / Cycleways**

Footpath Construction (\$35,000 to PAMPS) (Note 3)	\$267,000	\$232,000	\$159,419	60%	69%
PAMPS Footpath Works	\$50,000	\$70,000	\$0	0%	0%
Beacon Hill Environmental Levy	\$87,000	\$93,000	\$92,117	100%	99%
Cycleway Projects	\$118,000	\$295,834	\$126,646	54%	43%
<b>Total:</b>	<b>\$522,000</b>	<b>\$690,834</b>	<b>\$378,182</b>		

**Community Facilities Program**

Hogbin Drive Extension	\$15,000,000	\$14,109,723	\$9,729,293	63%	65%
Jetty Strip Improvements	\$100,000	\$100,000	\$1,520	2%	2%
Jetty Structure Improvements	\$680,000	\$680,000	\$9,545	1%	1%
Woolgoolga Town Improvements	\$400,000	\$400,000	\$2,082	1%	1%
Sawtell Headland Improvements	\$380,000	\$380,000	\$245	0%	0%
Sawtell Town Improvements	\$300,000	\$300,000	\$0	0%	0%
Nana Glen Improvements	\$235,000	\$235,000	\$3,549	2%	2%
Hogbin Drive Airport Roundabout (Note 4)	\$750,000	\$950,000	\$846,010	88%	89%
<b>Total:</b>	<b>\$17,845,000</b>	<b>\$16,204,723</b>	<b>\$10,592,244</b>		

**Notes**

1. Adopted Expenditure considers Ledger costs and Site Job costs and includes committed costs where ledger values are adopted.
2. Multiple funding sources make up Regional Roads Projects. Costs have been broken down into fund sources for reporting purposes.
3. Resident contributions not taken into account yet in Drainage or Footpaths Budgets
4. Adopted expenditure comprises ledger costs excluding Country Energy and landscaping costs

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## **S23 DRAFT TRADE WASTE POLICY**

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### **Purpose:**

To report to Council on a new Draft Trade Waste Policy as prescribed by the State Government and to have Council approve the public notification of the Draft Policy

### **Description of Item:**

In recent years environmental awareness has increased dramatically. This has resulted in greater emphasis being placed on environmental management by the community, industry and governments.

Liquid waste generated by industry, small businesses, commercial enterprises, etc are often referred to as trade wastes. Trade waste requires permission from the relevant authority to be discharged directly to the environment, eg receiving waters, on to land or to sewers. This report is concerned with liquid trade waste discharged into sewerage systems.

Sewerage systems are generally designed to cater for waste from domestic sources which are essentially of predictable strength and quality. Trade wastes by comparison may exert greater demands on sewerage systems and, if uncontrolled, can cause serious problems to the sewerage system or the environment.

The discharge of trade waste into the sewerage system in country NSW is regulated by the provisions of the Local Government Act 1993 and Regulations.

Council presently has a Trade Waste Policy, but the Department of Energy Utilities and Sustainability (DEUS) has recently produced a publication entitled "Liquid Trade Waste Management Guidelines". These guidelines outline "DEUS best practice" protocols for Liquid Trade Waste management and administration. A model Trade Waste Policy is included within these guidelines, and Council has adapted that model to suit local requirements, therefore producing Coffs Harbour City Council's Draft Trade Waste Policy (copy attached), the subject of this report.

The new policy also includes a pricing regime that coincides with Council's Water Supply, Sewerage and Trade Waste pricing, adopted by Council in December 2005. Trade waste pricing, as with the water and sewerage pricing, is compliant with the State Government requirements and is based on a "user pays" system.

### **Sustainability Assessment:**

- **Environment**

A Trade waste Policy is needed for the following reasons:

- To manage discharges to sewerage systems.
- To provide an environmentally responsible liquid waste management service to the non-residential sector.
- To protect public health.
- To ensure that wastes permitted into the sewer can be treated and returned to the natural environment without detriment.
- To encourage waste minimisation.

**Cont'd**

## **S23 - Draft Trade Waste Policy (Cont'd)**

Unregulated discharge to the sewerage system could result in system overflows, breakdowns or disruption to the treatment process. All of these occurrences would result in environmental harm. The adoption of the Trade Waste Policy will help ensure that the sewerage system is able to cope with the transportation and treatment of all discharges.

- **Social**

Unregulated discharge to the sewerage system could result in hazardous or obnoxious substances being present within the system and possibly the environment. The Trade Waste Policy will better assist Council in the:

- Protection of public health.
- Ensuring the safety of Council's employees.

Sewage overflows are socially unacceptable and disruption of treatment could easily result in public health problems. Regulated trade waste discharge will aid in reducing these issues.

- **Economic**

### **Broader Economic Implications**

The Draft Trade Waste Policy utilises the NSW Government Guidelines for pricing of water supply, sewerage and trade waste. As stated previously, this method of pricing has previously been adopted by Council.

The pricing structure is configured to account for administration costs (annual fee) and to ensure that those who burden the sewerage system the most, by either volume, strength or both, pay a proportional charge (usage charge or excess mass charge).

The major impact will be the usage charge, which will be a new charge to a large portion of trade waste dischargers. A small minority will be impacted by excess mass charges.

The usage charge is levied to provide for the extra cost of transport and treatment of Trade Waste. It is a cost per kilolitre for the discharge to the sewerage system. The DEUS Guidelines designate the volume as a proportion of the water used for each type of business. The cost proposed by DEUS is \$1.20/kL (2002/2003 dollars), but Council proposed to use \$1.20/kL for the year 2008/2009, which will lessen the burden to Trade Waste dischargers.

The excess mass charge is a charge levied on Category 3 (large volume and/or high strength liquid waste) dischargers when substances are discharged in excess of the deemed concentrations in domestic sewage. The calculation for these charges are within the Policy. At present there are very few Category 3 dischargers in the City.

In accordance with the DEUS "Liquid Trade Waste Management Guidelines", the charges for trade waste shall be borne by the property owner, deemed to be the discharger. Where the trade waste generator is a tenant, reimbursement for trade waste costs is a matter between the owner and the tenant.

**Cont'd**

## S23 - Draft Trade Waste Policy (Cont'd)

In accordance with the adopted pricing Policy, it is proposed to phase in the trade waste costs over a period of 4 years. The phase in shall be as follows:

Year	Trade Waste Charge
2007/2008	Number of trade waste generators x annual fee (\$165). This is the existing situation. During this time, businesses will be consulted regarding the T/W charges. Properties currently discharging trade waste but not holding an agreement will be added to the trade waste register, and agreements finalised. When trade waste agreements are finalised, the account for the full annual fee will be forwarded
2008/2009	New annual fee (based on number of generators), plus 1/3 of the trade waste usage charge
2009/2010	New annual fee (based on number of generators), plus 2/3 of the trade waste usage charge
2010/2011	New annual fee (based on number of generators), plus full amount of trade waste usage charge

Some complexes (eg. shopping centres) have more than one trade waste generator operating, and the following Annual Fees are proposed.

No. of Generators	Annual Fee
1	\$165
2-4	\$300
5-10	\$600
11-15	\$800
>16	\$1,000

A table is attached to this report with worked examples of some typical business types, and the expected trade waste charges they will incur.

Adoption of a Trade Waste Policy including charges, complying with DEUS guidelines is seen to be in accordance with their Best Practice Initiatives. DEUS have made it clear that non compliance with their Best Practice Initiatives may jeopardise any future State Government subsidy of Council's water supply and sewerage works. It is therefore important that to be eligible for future government assistance for water and sewerage works, Council should adopt the new Trade Waste Policy.

### Management Plan Implications

Council's costs in administering the Trade Waste Policy will be recovered by the application fee and the annual charge, and will therefore have no negative impact on the Management Plan.

Additional costs involved in the transportation and treatment of the trade waste discharge is currently included in the Management Plan under sewerage operations. However, with the implementation of the new Trade Waste Policy and related pricing, these costs will be recovered by the usage charge and the excess mass charge, and will increase revenue in the Management Plan.

Cont'd

## **S23 - Draft Trade Waste Policy (Cont'd)**

### **Consultation:**

Council has formed a water, sewer and trade waste pricing team from various departments within Council. One of the tasks allotted to this team is to gather information on all businesses and trade waste dischargers in the City.

To gather this information, Council officers are visiting every business in the City to gather and verify data. During these visits, information on trade waste is being forwarded to the relevant businesses.

Council presently has a Trade Waste Policy, although it does not conform to State Government "best practice" guidelines. Most dischargers are familiar with trade waste regulations, so an updated policy will not be unexpected.

### **Related Policy and / or Precedents:**

As stated previously, Council has a current Trade Waste Policy. However, this policy does not comply with State Government best practice initiatives. For reasons stated previously, Council needs to adopt this new policy complying with those initiatives.

### **Statutory Requirements:**

Under Section 68 of the Local Government Act 1993 (LGA) a person must obtain the prior approval of Council for sewerage connections and the discharge of trade waste to sewer. The procedure for Council approval is governed by Chapter 7 of the LGA and is subject to the Local Government (General) Regulation 2005.

Public Notification of the Draft Trade Waste Policy will be in accordance with Section 160 of the LGA.

### **Implementation Date / Priority:**

If the recommendations are adopted by Council, it is intended to implement the Trade Waste Policy immediately. Implementation of the trade waste pricing will begin in the 2007/2008 financial year

### **Recommendation:**

- 1. That Council resolve to give public notification of the Draft Trade Waste Policy in accordance with Section 160 of the Local Government Act.**
- 2. That Council adopt the policies for the purpose of the notification and the advertisement for submissions.**
- 3. That, unless significant submissions are received, the Draft Policy be adopted by Council.**

Jason R Gordon  
Director of City Services

**Attachments:**

BUSINESS TYPE	Annual Water Consumption Kilolitres	Existing T/W Charge	Phased in Trade Waste Charge (note 1)				Total Fee Components	
			2007/2008	2008/2009	2009/2010	2010/2011	T/W Usage	Annual Fee
Vet	48	\$160	\$165	\$165	\$165	\$165	\$0	\$165
Medical Centre	55	\$160	\$165	\$165	\$165	\$165	\$0	\$165
Cafe	200	\$160	\$165	\$165	\$165	\$165	\$0	\$165
Butcher	424	\$160	\$165	\$317	\$470	\$623	\$458	\$165
Hairdresser	1416	\$160	\$165	\$165	\$165	\$165	\$0	\$165
Hotel	1451	\$160	\$165	\$310	\$455	\$600	\$435	\$165
Bus / Coach Depot	105	\$160	\$165	\$194	\$224	\$253	\$88	\$165
Shopping Centre	1465	\$960	\$989	\$893	\$1,186	\$1,479	\$879	\$600
Hotel	2245	\$320	\$330	\$524	\$749	\$974	\$674	\$300
Resort	42656	\$480	\$494	\$3,709	\$7,118	\$10,537	\$10,237	\$300
Reception desk / Conference centre / Bar / Restaurant	1909	\$160	\$165	\$394	\$623	\$852	\$687	\$165
Resort	15962	\$320	\$330	\$3,489	\$6,678	\$9,877	\$9,577	\$300
Shopping Complex	26057	\$4,480	\$4,614	\$6,206	\$11,413	\$16,634	\$15,634	\$1,000
Fast food outlet	1007	\$160	\$165	\$487	\$809	\$1,132	\$967	\$165
Shopping Complex	7836	\$1,920	\$1,978	\$2,366	\$3,931	\$5,501	\$4,701	\$800
Commercial Laundry								
- With Treatment	29117	\$160	\$165	\$165	\$165	\$165	\$0	\$165
- W/O Treatment	29117	\$160	\$165	\$10,869	\$21,574	\$32,310	\$32,145	\$165
Hotel	3926	\$160	\$165	\$557	\$949	\$1,343	\$1,178	\$165
Hospital	6628	\$800	\$824	\$2,189	\$3,778	\$5,372	\$4,772	\$600
TAFE	1390	\$160	\$165	\$165	\$165	\$165	\$0	\$165
Club	8049	\$160	\$165	\$1,130	\$2,095	\$3,063	\$2,898	\$165
Car Detailing								
- With Treatment	6965	\$160	\$165	\$165	\$165	\$165	\$0	\$165
- W/O Treatment	6965	\$160	\$165	\$2,113	\$4,061	\$6,015	\$5,850	\$165
High School								
- With Treatment	3617	\$160	\$165	\$165	\$165	\$165	\$0	\$165
- W/O Treatment	3617	\$160	\$165	\$526	\$888	\$1,250	\$1,085	\$165
Retirement Village / Aged Care	1995	\$320	\$330	\$699	\$1,097	\$1,497	\$1,197	\$300
Mechanical workshop	139	\$160	\$165	\$204	\$243	\$282	\$117	\$165

Trade Waste Charge to be phased in over 4 years	2007/2008	Number of Trade Waste Dischargers x Annual fee - Information too, and consultation with businesses
	2008/2009	Annual fee plus 1/3 of Trade Waste Usage Charge
	2009/2010	Annual fee plus 2/3 of Trade Waste Usage Charge
	2010/2011	Annual fee plus Total Trade Waste Usage Charge

The following Annual Fee will be charged. Where complexes have more than 1 Trade Waste Generator, fees will be as shown

No. of Generators	Annual Fee
1	\$165
2-4	\$300
5-10	\$600
11-15	\$800
>16	\$1,000